

M/s. R.R. Enterprises
Plot No. SCR-46, Kharavel Nagar, Bhubaneswar-751001
Phone No. 0674-2392457/ 9437412413
e-mail : rrenterprises155@gmail.com

Service Provider requires (I). MIS Asst. (DEO) & Accountant in different MPAs in OPELIP. (II). Agriculture Officer, Programme Officer (C.B), Accounts Clerk & Office Asst. in different ITDAs OTELP Plus & Data Entry Operator in PSU, OTELP Plus, BBSR, **ST & SC Development Department, Govt. of Odisha** for further details of vacancy position in different MPAs and ITDAs OTELP Plus please visit the website www.otelp.org / www.opelip.org / www.rrenterprisesjob.com. Last date of application submission dt.30.03.2018 by Speed Post/ Courier.

How to apply

The applicants for different posts to submit their application form in prescribed format only through e-mail to support@otelp.org and through speed post/courier to M/s R.R.Enterprises, SCR-46, Unit-III, Kharvel Nagar, Bhubaneswar-1 with a copy to PSU, OTELP Plus, 2nd Floor, TDCCOL Building, Rupali Square, P.O.-Bhoi Nagar, Bhubaneswar-751022. For further details please visit the website www.otelp.org /www.rrenterprisesjob.com.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE MANPOWER SERVICE PROVIDER AGENCY IN THE OTELP PLUS.**

TERMS OF REFERENCE

Sl No.	Name of the post	Qualification	Work Assignment	Take Home Remunerati on (Rs.) per month	Experience and Age on last date of application
1	Programme Officer (Capacity Building)	The Programme officer (Capacity Building) should be a MBA/Master Degree Holder in Social Work/ Sociology / Rural Management / Rural Development from a premier institute	<ul style="list-style-type: none"> i. Facilitate FNGO/ Community in preparation of training need assessment, capacity building plan, training methodology etc. ii. Preparation and submission of the Capacity Building plan of OTELP Plus to concern line department for necessary approval and leverage of fund from concerned line dept/District Administration. iii. Timely release of fund to FNGOs for capacity building activities. iv. Timely execution of capacity building & empowerment activities approved in AWPB v. Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO. vi. Keep upto date database on thematic area i.e. capacity building of OTELP Plus and upload in ITDA website. vii. Compilation of SoE and submission to PSU in stipulated time. viii. Ensure timely execution of activities by Expert of FNGOs. ix. Disposal of file in stipulated days. x. Apprise PA, ITDA on matter related to capacity building measures. xi. Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc. xii. Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs. xiii. Any other work as assigned by ITDA/ PSU/ Govt. 	30,000/-	<ul style="list-style-type: none"> i. Minimum 5 years experience at the field level in community institutions building preferably with a reputable NGO / Govt. undertakings organization. ii. Minimum age 21 years iii. Maximum 45 years. iv. Relaxation of upper age limit may be allowed up-to 5years in case of more qualified and experience candidates v. Preference will be given to the candidates having Experience in OTELP

2	Agricultural Officer	<p>A Graduate/ Post Graduate in Agricultural allied sciences (Full time course).</p> <p>Agriculture, Horticulture Agricultural engineering, Dairy Engineering Fishery, Veterinary Science, Animal Husbandry.</p>	<p>i. Facilitate the FNGOs on the preparation of project proposal in respect of MGNREGS-Plantation,Agri-Horti. Development and other livelihood activities and its successful execution.</p> <p>ii. Timely execution of the Plantation, Agri-Hort and other livelihood activities approved in AWPB.</p> <p>iii. Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO.</p> <p>iv. Keep upto date database on thematic area of OTELP Plus and upload the data in ITDA website.</p> <p>v. Compilation & submission of SoE and MPR to PSU in stipulated time.</p> <p>vi. Ensure timely execution of activities by Expert of FNGOs.</p> <p>vii. Disposal of file in stipulated days.</p> <p>viii. Apprise PA, ITDA on matter related to Agriculture & allied measures.</p> <p>ix. Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc.</p> <p>x. Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs.</p> <p>xi. Online Entry of data related to MGNREGA.</p> <p>xii. Keep close liaison with other SMSs of ITDA/ Expert of FNGO/ District Line Department Officers.</p> <p>xiii. Any other work as assigned by ITDA/ PSU/ Govt.</p>	30,000/-	<p>i. With a Minimum of 1-2 years of relevant experience in rural development sector.</p> <p>ii. Minimum age 21 years</p> <p>iii. Maximum limit 45 years</p> <p>iv. Five (5) Years of relaxation for exceptionally experienced persons</p> <p>v. Preference will be given to the candidates having Experience in OTELP</p> <p>vi. Must be a computer literate.</p> <p>vii. Ability to write & communicate in English & odia language.</p> <p>viii. Ability & willingness to travel extensively in the programme areas.</p>
3	Accounts Clerk	M.Com/B.Com with Tally	<p>i. Maintaining computerized data on the day to day accounts/records of all financial transactions of the programme;</p> <p>ii. Support in all financial and accounting functions of the programme including in preparation SoE, withdrawal application, audit preparation, response to audit observations, etc.;</p> <p>iii. Periodic field visits for verification and updation of records at FNGO & VDC level;</p> <p>iv. Assisting Finance Officer of OTELP Plus, ITDA in all matters related to financial management of the project;</p> <p>v. Any other tasks may be assigned from time to time.</p>	7,100/-	<p>i. Minimum 2-3 years of work experience; have worked in similar projects including company / CSR / NGOs/INGOs/government projects or schemes.</p> <p>ii. Knowledge in Tally.</p> <p>iii. Knowledge in computer.</p> <p>iv. Age limit: 45 years.</p> <p>v. Preference will be given to the</p>

					candidates having Experience in OTELP
4	Office Assistant	Graduate with DCA	<ul style="list-style-type: none"> i. Management of OTELP Plus office including systematic storage and care of all files, reports, documents, etc. relating to the programme; ii. Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.; iii. Attend to any query about the programme from government, public or any authorized entities including any assembly questions; iv. Provide assistance in organizing meetings, workshops, training programmes, managing stores & stationaries, records & office files; v. Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, wi-fi, photocopier, books, etc.; vi. Focal point for records of office vehicles including periodic check of vehicle log books and other records relating to vehicle movement, repairs, insurance, etc; vii. Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.; viii. Assisting PA, ITDA & SMSs in performing any office task specifically assigned by the PA, ITDA; ix. Miscellaneous minor functions as may be assigned from time to time. 	7100/-	<ul style="list-style-type: none"> i.4-5 years of experience in Office Management/ data entry experience will be added advantage. ii.Ability to communicate in English and regional language. iii.Good knowledge in computer application. iv.Age limit: 45 years v.Preference will be given to the candidates having Experience in OTELP
5	Data Entry Operator PSU, OTELP Plus, BBSR	Graduate in any discipline & PGDCA	Collect data from SMSs of PSU and make necessary entry as and when required. Documentation of data and make necessary entries in the System and any other duty assigned by Programme Director & Programme Officers	7,100/-	Minimum 1-2 years of experience in respect of nothing and drafting, Age relaxation for 2 years in case of highly experienced candidate.

Odisha Tribal Empowerment & Livelihoods Programme (OTELP) Plus

APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Father's /Husband's Name		
Mother's Name		
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail id		
Adhar Card No.		
Date of Birth		
Age as on 01.01.2018		
Category (ST/SC/OBC/ General)		
Sex: (Male/ Female)		

Odisha Tribal Empowerment & Livelihoods Programme (OTELP) Plus

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings /additional qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

Softwares/OS	Proficiency		
	Poor	Fair	Good
MS- Word			
MS -Excel			
MS- Power point			
Tally			

Odisha Tribal Empowerment & Livelihoods Programme (OTELP) Plus

7. **Any Other information** (May be provided by applicant on professional capacity to strengthen candidature)

--

8. **Reference:** (Two persons to whom you have professionally reported)

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

9. **Character /Moral Certificate submitted (put ✓)** : Yes/No

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant